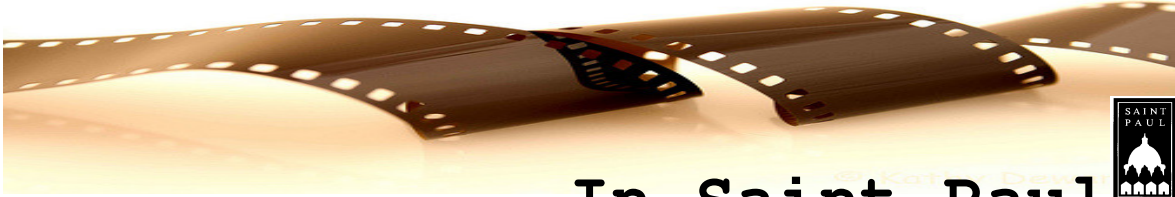


Film it



In Saint Paul



PHOTO/FILM PERMIT CONTACT INFORMATION

Department of Parks and Recreation
Parks Permit Office
651-632-5111
ParksPermits@ci.stpaul.mn.us

Como Park Zoo and Conservatory
Matt Reinartz, Marketing and Public Relations Manager
651-487-8294 or 651-248-9836
matt.reinartz@ci.stpaul.mn.us

All City of St. Paul Parks, Including Harriet Island, Como Park, Upper Landing
Eric Thompson
Park Program Manager
651-632-2445
parkspermits@ci.stpaul.mn.us

Office of the Mayor
Joe Spencer, Policy Associate for Arts and Culture
651-266-8524
joe.spencer@ci.stpaul.mn.us

Request for Film/Photo Permit Application

For information regarding film/photo permitting, or to request a permit application for Parks and Recreation open space, picnic facilities, golf courses, pools, courts, recreation centers, Harriet Island Regional Park and Como Lakeside Pavilion, etc.

Please contact **the permits office at 651-632-5111 or by email at**
ParksPermits@ci.stpaul.mn.us

Exception

Como Park Zoo and Conservatory: All requests for permit applications for the Como Park Zoo and Conservatory may go directly to **Matt Reinartz at 651-487-8294 (w) or 651-248-9836 (c) or by email at**
matt.reinartz@ci.stpaul.mn.us .

Insurance Requirements

- Liability insurance is required with the City of Saint Paul listed as additional insured for all commercial film/photo shoots and must accompany the completed permit application. Some non-commercial shoots may require insurance, contact the permits office for more information and for amounts and coverage requirements.

Payment

Permit fees are payable at the time the permit is issued and may be done over the phone with a credit card or by mail with a check. See: Photo/Film Fee Schedule or contact the permits office at 651-632-5111.

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Refunds for Cancellations

A cancellation processing fee will be charged, as per the Department's Refund Policy, on all film/photo shoots which are cancelled. The rest of the permit fee is refundable. If a permit is issued within 48 hours of the film/photo shoot, and the shoot is cancelled, the permit fee is not refundable.

Permit Changes

There will be a \$25.00 permit charge each time a permit is changed (different date, location or time, etc.).

Time Frame for Issuing Permits

Permit time varies due to the complexity of the film/photo request. The average turn-around for processing and approval is a minimum of 2 – 3 business days depending on holidays and special events. We appreciate as much advance notice as possible so we may better serve you.

The City of Saint Paul wants and encourages the film community to use our city. Therefore, we will do our best to accommodate last minute requests as much as possible.

Permit Distribution and Conditions

Upon approval, film/photo permits will be sent to the applicant via email or fax. The permit must be available for inspection at the site on which the shoot is to occur. Conditions imposed as terms under which a permit is issued may include, but are not limited to the following;

- Time limitations may be implemented to reduce disruptions to neighbors or to protect Parks property from undue damage.
- Compliance with the City's Ordinances and Rules and Regulations for Saint Paul Parks.
- No unauthorized equipment is permitted without written consent.
- Vehicles must be parked on the street or parking lot. Vehicles parked on the grass or sidewalks are subject to being tagged and towed at the owner's expense.
- The Department of Parks and Recreation retains the right to collect damages from the permit holder if the site is left in an unacceptable manner or requires extensive repairs for property damage.
- Open site permits cannot be granted exclusive use of park space.

The Director of Parks and Recreation (or his designee) may immediately revoke any permit for violations of the terms listed above.

Special Requests

If there are special requests as part of the permit (providing benches, barricades for reserved parking, staying in the park overnight) there may be additional fees charged to accommodate the special request. The permits office at 651-632-5111 for further information on any special requests you may have.

Film it



Non-Commercial Photography

Non-commercial photography shoots (graduation shoots, wedding photos or family portraits, etc.) do not require a permit.

Problems

If there's a problem during your film/photo shoot, please contact the **Permit Office at 651-632-5111 or Park Security at 651-248-1732.**

- For problems during film/photo shoots at Como Park Zoo and Conservatory contact **Matt Reinartz at 651-487-8294 (w) or 651-248-9836 (c).**

Miscellaneous Information

- All weapons are banned from Parks property including toy guns/weapons or replicas.
- Park Rules and Regulations apply to films and photo shoots.
- For more information for film/photo shoots at Como Park Zoo and Conservatory please visit our website at www.comozooconservatory.org
- For more information on Parks and Recreation please visit www.stpaul.gov/depts/parks.